



# Job Opportunity

## State Controller's Office

**Position:** Executive Assistant/Executive Secretary I

Statewide

**Location:** Information Systems Division  
300 Capitol Mall, Suite 701, Sacramento, CA 95814

**Issue Date:** March 14, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Eva Adame, 916-323-6695

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-340-1728-003  
051-340-1247-XXX  
Reference #07-110

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

Under the general direction of the Chief, Information Systems Division, SCO, the incumbent will provide administrative support at the division executive level on a variety of complex and sensitive program issues. The incumbent should demonstrate the ability to think clearly, analyze problems and take effective action, handle sensitive assignments with tact and diplomacy, apply rules of grammar, utilize a variety of computer software applications, and apply office rules, regulations and procedures when necessary.

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

**Duties will be commensurate with level hired.**

- Assist the Division Chief and Assistant Division Chiefs in the development of guidelines, procedures and standards related to the effective operation of the Division.
- Independently prepare correspondence or review for format, grammar, and content validity.
- Independently gather information and draft weekly reports for submission to the Controller's staff.
- Maintain the Chief and technical division executive staff schedule and calendars.
- Maintain the Chief's assignment log and track due dates to ensure timely completion of projects and assignments.
- Maintain the technical division filing system.
- Act as liaison between the technical division and Controller's staff on a variety of administrative issues.
- Receive, screen, and redirect incoming calls or respond directly to non-technical inquiries.
- Organize meetings and special events.
- Make travel arrangements and prepare travel expense claims for executive staff.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Information Systems Division

300 Capitol Mall, Suite 701

Sacramento, CA 95814

Attn: Eva Adame- Reference #07-110 (Candidate must indicate the reference # on their résumé and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application, STD. 678.)